



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Assistant Comptroller

Department: Finance

Division: Accounts and Control

Exempt/Non-Exempt: Exempt

Union/Management: Management

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday – Friday, 9:00 am – 5:00 pm

Salary: \$70,000 – \$80,000, based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a qualified, dynamic, and motivated Assistant Comptroller for the Department of Finance within its Division of Accounts & Control. The Assistant Comptroller will assist in performing all the accounting functions for the City of Jersey City. Under the general supervision of the City Comptroller, the incumbent of this position includes but is not limited to reviewing expenditures, maintenance of general ledgers, bank reconciliations, monitoring internal financial controls with regards to receipts and disbursements, and manage other financially related projects. The ideal candidate must be organized, attentive to details, team-oriented, and committed to the financial integrity of the organization.

Job Duties:

- Assists in the oversight of Accounts Payable, Bank Reconciliation, Cash Receipts, and the General Ledger of all funds: Current, Grants, Capital & Trust Funds.
- Supervises and performs the work involved in extensive financial transactions.
- Assists in organizing, developing, and directing financial affairs.
- Assists in the performance of professional functions involved in analysis and auditing of accounts, vouchers, and other records.
- Assists in the preparation of statements of financial condition.
- Assists in the implementation and maintenance of accounting and/or auditing procedures.
- Gives suitable assignments and instruction to staff.
- Establishes and maintains accurate and essential records and files.
- Assists in seeing that disbursements of funds are within budgetary authorization limits.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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**Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

Required Educational Background: Bachelor's degree in Finance, Accounting, or related field.

Required Experience: At least (2) years of experience in municipal finance with supervisory experience.

Preferred License: Certified Municipal Finance Officer (CMFO) preferred or willing to obtain the CMFO license.

Essential Skills:

- Knowledge of the principles, methods, and procedures used in modern accounting and auditing.
- Knowledge of the laws, rules, and regulations governing the installation, operation, and keeping of accounts and their application to specific situations.
- Knowledge of the preparation of involved and detailed accounting and other financial reports containing findings, conclusions, and recommendations.
- Knowledge of computerized accounting systems.
- Ability to analyze complex accounting problems.
- Ability to design, install, and operate a large-scale accounting program.
- Ability to give suitable assignments and instructions.
- Ability to prepare suitable reports and to direct the establishment and maintenance of extensive accounting and related records and files.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Full Civil Service job description available here: <https://info.csc.state.nj.us/jobspec/00433.htm>
You must eventually pass and qualify for this Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by [NJ First Act](#).

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